

EVS CALL FOR VOLUNTEERS AT ZAVOD VOLUNTARIAT

Date and venue: Ljubljana, March 2019 - March 2020

Volunteers: 3

For whom: young adults aged between 18 and 30, from programme countries (member states of the EU and former Yugoslav Republic of Macedonia, Iceland, Norway, Liechtenstein and Turkey).

Deadline for applying: 3rd December 2018

WHO ARE WE?

Zavod Voluntariat, a branch of the worldwide international organisation and peace movement Service Civil International (SCI), is a non-profit and non-governmental organization, established in 1991, aiming to promote social justice, sustainable development, international understanding and solidarity through voluntary service. Our main activities consist of organising: (national and international) seminars and trainings, short-term voluntary projects (workcamps, youth exchanges and initiatives) and long-term voluntary projects (Global Learning And Education Network and European Voluntary Service).

EVS project

As a leading Slovenian organisation in the area of the international volunteering, we want to devote an EVS project »Itchy Feet? Learn About International Volunteering« mostly to the implementation of a series of promotional activities and opportunities in the field of international volunteering and non-formal learning, with an emphasis on opportunities for youth participation in Erasmus + programmes. Within strategic EVS project, we will carry out promotional activities with a focus on smaller towns and rural areas in Slovenia. In addition, SCI network is celebrating 100th anniversary in 2020, thus 2019 will be focus on preparing the activities for the anniversary. Therefore, this year we are looking for 3 EVS volunteers in our office. Volunteers will bring international dimension into the organisation and its projects, and help in the office, with focus on promotional workshops in rural areas and continuing activities within our Club of Volunteers, started by our previous international volunteers, and preparing activities for SCI 100th anniversary.

PLACEMENTS

Volunteers will also have different assignments, which is why we ask you to specify for which placement you are applying and to focus on this specific placement in your motivation letter. All of the assignments will be dynamic and intertwine with one another. The first volunteer will be in charge of the coordination and implementation of promotional activities in rural areas and the coordination of Club of Volunteers and organising different workshops/events, the second one will be in charge of graphic design for Voluntariat and its projects, and the third one will take on the role of the placement officer for SCI projects.

Coordinator

Assistance in the coordination and implementation of Club of Volunteers activities and strategic EVS in rural areas. The volunteer will perform innovative promotional workshops in rural areas with local volunteers and help organise activities of Club of Volunteers with the help of other EVS volunteers.

Graphic Designer

Assistance in designing promotional material for the EVS project and Zavod Voluntariat, recording and designing promotional activities, recording stories of former international volunteers, and carrying out activities within the project and the Club of volunteers.

Placement Officer

Support in the management of incoming and outgoing SCI volunteers, organising and facilitating activities for workcamp organisers and management of their initiatives, assistance in the preparation of volunteer records and agreement on cooperation, implementation of activities within the project and the Club of Volunteers.

WORK SCHEDULE

You will work with the Voluntariat team for about 35 hours per week. Working hours of Voluntariat are from Monday to Friday from 9am to 5pm, when the majority of the activities are carried out. As said, some of your activities will be carried out around Slovenia, and sometimes you will work in the evening and on weekends (due to realization of certain activities within Club of Volunteers or trainings, seminars and evaluation), these working hours will be compensated by some hours off during the week.

HOW TO APPLY?

Fill in the google form

<https://docs.google.com/forms/d/16ttLNAwXO6jl5JtD8k6mPmpiKCn4NPQ2lLmWnsR4WMQ/edit>

As an EVS volunteer you will also develop your own personal project. If you already have an idea on what this project could be, please let us know in the motivation letter. Keep in mind this is not a requirement, but it can be an added value to your application.

Deadline for applying 3th December

REQUIREMENTS

As our new volunteers will be joining a young and international team, we expect from them to:

- be MOTIVATED to learn and share knowledge and skills;
- have good EDUCATIONAL and SOCIAL SKILLS, to be able to work with several target groups;
- have good command of ENGLISH;
- have good COMMUNICATION SKILLS and motivation to cooperate with colleagues and with active volunteers;
- have an OPEN MIND and FLEXIBLE ATTITUDE towards working hours, especially in busy periods;
- have a RESPONSIBLE attitude and take INITIATIVE towards your tasks;
- be able to WORK in a TEAM;
- have good COMPUTER SKILLS (Microsoft Office, email, internet);
- have ADMINISTRATIVE and ORGANISING SKILLS; and
- be able TO LIVE INDEPENDENTLY and to fill in your own free time.

